

TAB

Typical Position-Language Control Conditions and
Associated actions to be taken

The following represent typical conditions that will arise when managing organizational language units. Appropriate actions for completing the Position-Language Control form are indicated, together with associated practical examples in TAB 5.

1. Establishing an organizational component as a language unit.

ACTION:

- A. Requires an 'ADD' entry for each language designated position in the Language Designated Positions portion.
- B. Requires a minimum of one 'ADD' entry for each language, and possibly more if various proficiency levels are required for the same language, in the RECAP
- C. Requires an 'ADD' entry to the minimum requirement.

2. Designate a position as having a language requirement

ACTION:

- A. Requires an 'ADD' entry in the Language Designated Position portion.
- B. Requires either an 'ADD' or 'CHANGE' to the RECAP.

Example: If position no. 1234 was designated as requiring 'FRENCH' and "FRENCH" was previously defined in the RECAP with the same proficiency required - a 'CHANGE' entry should be made modifying the number required.

- C. Possibly requires a "CHANGE" to the minimum requirement.

3. Designate a position as having more than one language requirement. (i.e., FRENCH and GERMAN or SPANISH)

ACTION:

- A. Requires an 'ADD' entry for each specific language associated with a position in the Language Designated Position portion.
NOTE: this type of entry also requires an entry in the 'AND/OR' column.
- B. Requires an 'ADD' entry for each language in the RECAP.
- C. Possibly requires a 'CHANGE' to the minimum requirement.

4. Delete all language requirements for an organizational component.

ACTION:

- A. Requires a 'DELETE' entry for each position requirement previously levied upon the component in the Language Designated Positions portion.
- B. Requires a 'DELETE' entry for each language previously identified in the RECAP.
- C. Requires a 'DELETE' entry for the minimum requirement.

5. Delete language requirement from one position.

ACTION:

- A. Requires a 'DELETE' entry in the Language Designated Positions portion.
- B. Requires a 'CHANGE' or 'DELETE' entry in the RECAP.
- C. Possibly requires a 'CHANGE' to the minimum requirement.

6. Delete the language requirement from one position having more than one language associated with it. (i.e., FRENCH and GERMAN or SPANISH).

ACTION:

- A. Requires a 'DELETE' entry for each specific language associated with the position in the Language Designated Positions portion.
 - B. Requires a 'DELETE' entry for each specific language in the RECAP.
 - C. Possibly requires a 'CHANGE' to the minimum requirement
7. Delete language requirement from one position.
Add the identical requirement to another position in the same organizational component.

ACTION:

- A. Requires a 'DELETE' entry to Language Designated Positions portion
- B. Requires an 'ADD' entry to Language Designated Positions portion
- C. No change to recap.